

FOREIGN VACATION GUIDELINE

Question	Office of Science / WFO	Environmental Management	Defense Program	Yucca Mountain / Nuclear Waste
How many personal days may I take?	Discuss your plans with your supervisor. Discretion is at the Division Director level.	1 day vacation for every 2 business days	1 day of vacation for every day of business	no personal time allowed
May I take personal time prior to the business?	Yes, However should you become ill or otherwise find you are unable to participate in the business portion of your trip, all costs for the trip will be bourn by the traveler. Travelers are encouraged to delay personal time to the end of the trip.	Yes, However should you become ill or otherwise find you are unable to participate in the business portion of your trip, all costs for the trip will be bourne by the traveler. Travelers are encouraged to delay personal time to the end of the trip.	Yes, However should you become ill or otherwise find you are unable to participate in the business portion of your trip, all costs for the trip will be bourne by the traveler. Travelers are encouraged to delay personal time to the end of the trip.	Not applicable